

**Berwick Area High School**  
**Gifted Education and Talent Development**  
**Personal Resume**

**Due Date – June 22, 2011**

**Purpose:**

To develop both the tools and the skills important to pursuing plans after high school.

To familiarize Mr. Gunther and/or Mr. Guenther with your talents, interests and activities.

**Objective:** The student will:

- Prepare an “Activities Tracker” document using a spreadsheet format from a template or original design.
- Accurately record and annotate activities, events, awards and other relevant experiences from school, extra-curricular and community settings.
- Create a **general resume** that includes most all relevant experiences from their high school years
  - these can be taken from Activities Tracker
  - NOTE: rising freshman will use their experiences from 7<sup>th</sup> & 8<sup>th</sup> grades.
- Also create a **focused resume**, if they are a rising sophomore, junior or senior.
  - This entails editing the general resume using selective inclusion and focused description of experiences from the high school years as they relate to a specific interest or field of study:
    - A rising sophomore will focus their resume on one of the twelve Governor’s Schools of Excellence (*though these no longer exist, these provide a good example of a “goal” on which to focus*).
    - A rising junior will focus their resume on one of the Governor’s Schools (see statement above) or orient it to a career field.
    - A rising senior will focus their resume on their career interest or college/college major.
- Create functional, accurate and visually appealing resumes using a template or original design.

**Assessment:**

based upon PA/PSSA Writing Domains rubric with a four point scale and the guidelines listed below:

Format/Organization

One side/one page (upperclassmen’s general resume may be front and back)

Appropriate headings included

Appropriate set up/ format

Content – displays necessary additions and improvements from previous submissions

Accuracy

Completeness/Thoroughness

Substantial vs. Superficial

Focus - displays necessary improvements from previous submissions

**An appropriate objective is stated** (see purpose and general or focused resume above)

Content is appropriate to objective

Information fits each respective category/heading (subheading)

Conventions – No errors of:

Spelling

Grammar

Punctuation

Style - displays necessary improvements from previous submissions

Overall visual appearance/appeal

Effective use of spacing, fonts, boldface, underlining, etc.

Consistency of format, wording

Avoids use of “I” and repetitious wording

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**Resources:**

Activities Tracker: Start-up example and template available at [www.bhsgifted.wikispaces.com](http://www.bhsgifted.wikispaces.com)

- This utilizes MS Excel (a spreadsheet)
- Page that “opens” is a SAMPLE. It will show you what info and how to describe it
- After appropriate review, scroll to bottom of page. Notice tabs:
  - SAMPLE (page you are on) YOUR ACTIVITIES ( click on this tab)
  - YOUR ACTIVITIES is set up as the same document with the same headings/categories
  - But no information. Add your activities, awards and such to this page.
- SAVE document under a new file name on your computer
- If you don’t have this software, utilize a different “spreadsheet” type program (preferred)
  - Otherwise use a word processor document or simple pad of paper.

Resume Templates: Microsoft Office – PUBLISHER Apple/Mac – PAGES

- Be cautious of on-line resume builders... they will let you create a resume, but may ask for a fee in order to print or save your resume

Resume help/advice: use search engine to “google” < resume help >

- visit resume sites; most will offer articles or free advice
  - i.e. < [www.resume-help.org/resume\\_articles.htm](http://www.resume-help.org/resume_articles.htm) >
- again be cautious and don’t commit to anything for which they could charge a fee

Pennsylvania Governor’s Schools of Excellence

use link for “archived” PSGSE website on Gifted wiki site given below

- Click on the following buttons for an appropriate “School” and focus
  - < Applications >
  - < Helpful Hints for Applicants >

Go to < [www.bhsgifted.wikispaces.com](http://www.bhsgifted.wikispaces.com) > for copies of

- this Resume Assignment sheet
- the Pennsylvania Domains of Writing Scoring Rubric
- Resume Chec-Bric
- an Activities Tracker template

**Notes:**

As with any resume you, the author, need to determine what headings are necessary and appropriate given the focus and/or objective of your resume.

Expectation is that your resume will show improvement in both form and function with each revision. Students who attended Seminar sessions for resume revision and turned in the requested envelope have that as an additional resource.

You may contact me via e-mail if you have any questions after the end of the school year.

Send an electronic copy of 1) General Resume 2) Focused Resume (upperclassmen only)

To: [bguenther@berwicksd.org](mailto:bguenther@berwicksd.org) by the due date or BEFORE!

Or [tgunter@berwicksd.org](mailto:tgunter@berwicksd.org)